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ABSTRACT

The survey results of noncredit adult and continuing education activities in colleges and universities for the year ending June 30, 1978, are reported. A summary of the results focuses on: institutions offering adult education: registrations: field of instruction: continuing professional education: special programs: the use of Continuing Education Units: administration and funding: teaching staff: and cooperation with outside organizations. Highlights cited from the results include these: since 1967-68, the number of institutions that offered adult and continuing education activities increased 116 percent: registration totaling between 20,000 and 50,000 were reported by 107 institutions, and 18 reported registrations of 50,000 and over: occupational fields showed registrations of 1,285,925, down slightly from their total in 1975-76: and nearly a third of the registrations were in continuing professional education fields, with the highest totals in nursing, medicine, education, and engineering. Appendices contain data tables, notes on methodology, a list of persons who advised NCES on the development of the survey, and the survey form. (LC)

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Noncredit Activities in Institutions of Higher Education, 1978

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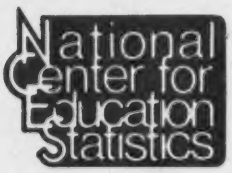

National Center for Education Statistics

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Foreword

Every three years a national sample of individuals is contacted through the Current Population Survey of the Bureau of the Census to ascertain the extent of participation in adult education. Periodic surveys are also conducted of organizations which sponsor adult education activities including public school systems, community organizations, home study institutions, free universities, and colleges and universities.

This report deals with the survey of noncredit adult and continuing education activities in colleges and universities for the year ending June 30, 1978. The survey is conducted every two years as part of the Higher Education General Information Survey (HEGIS) and gathers data on noncredit registrations only.

To help ensure that this survey would best meet the needs of adult education administrators and researchers, a planning meeting for the survey was held in January 1978. Two major changes were made in the 1976 questionnaire. First, the planning group recommended that the 1978 survey ask what proportion of the adult/continuing education activities in Section B of the form was in continuing professional education. Second, a series of short items was added in Section C of the form to help adult education administrators respond to some of the problems faced today. It is anticipated that these items may change in future surveys. At the time, the basic structure of the survey remained relatively stable to provide trend data on registrations and fields of instruction.

A special note of appreciation must be given to the coordinators for the institutions in the sample. Many had to collect data from a variety of offices or departments on their campus. Their efforts were important in the successful execution of this project.

Majorie O. Chandler
Acting Director
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August 1980

Acknowledgments

A number of persons contributed to this project. Within the National Center for Education Statistics, Abraham Frankel served as consulting statistician, Arthur Podolsky assisted in the liaison with the contractor, and Thomas Hill provided editorial assistance.

The actual conduct of the survey was handled by the VSE Corporation under the general direction of Jack Z. Moore. Kathy McConnin and Chris D. Davis served as the data collection and editing staff for VSE.

How to Obtain More Information

Additional information about this report is available from Adult and Vocational Surveys and Studies Branch, National Center for Education Statistics, (Presidential Building), 400 Maryland Avenue SW., Washington, D.C. 20202, telephone (301) 436-6791.

Materials concerning the Center's statistical program, a catalog of NCES publications, and how to buy tapes may be obtained from the Statistical Information Office, National Center for Education Statistics, (Presidential Building), 400 Maryland Avenue SW., Washington, D.C. 20202, telephone (301) 436-7900.

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Highlights

Since 1967-68, the number of institutions that offered adult and continuing education activities increased 116 percent.

Three-fourths of all colleges and universities offered adult and continuing education activities in 1977-78. The 2,375 institutions involved were 160 universities, 1,236 other 4-year colleges, and 979 2-year colleges.

Registrations in 1977-78 totalled 10,154,128; an increase of almost 15 percent over the 8,833,998 reported in 1975-76. Two-year colleges reported over half (5,233,507) of the registrations followed by universities (2,691,211) and other 4-year colleges (2,229,410).

Registrations totalling between 20,000 and 50,000 were reported by 107 institutions; 18 reported registrations of 50,000 and over.

The fields of instruction with the highest number of registrations were health (1,244,592), business (1,070,378), and fine and applied arts (967,998). Physical education and recreation, which had the most registrations in 1975-76, was in fourth place in this survey (800,379).

Occupational fields showed registrations of 1,285,925 – down slightly from their total in 1975-76.

Nearly a third of the registrations were in continuing professional education fields, with the highest totals in nursing, medicine, education, and engineering.

Over 500 institutions offered adult basic education courses to prepare for the General Education Development (GED) test. Continuing Education Units (CEU's) were offered by 1,074 institutions to their adult/continuing education participants.

Approximately 1,100 colleges and universities had a special fee provision to encourage more participation by the elderly in adult and continuing education activities. Approximately 70 percent of the institutions said that their adult education programs were self-supporting.

Introduction

College and university administrators are giving increasing attention to adult and continuing education as one way for their institution to cope with the declining number of students of traditional college age. In the past ten years, the number of institutions offering adult education programs grew dramatically (116 percent). Over 70 percent of all colleges and universities have set up special offices to administer adult education programs.

For purposes of this report, adult and continuing education is defined as:

> organized instructional activities designed to meet the needs of people beyond compulsory school age whose major occupation is not that of a full-time student. Adult/continuing students register for purposes of improving knowledge and/or skills in relation to career interest, home and family living, community activity, and personal development in degree credit, nondegree credit, and/or noncredit courses.

This report deals only with noncredit adult/continuing education course activities for the school year that ended June 30, 1978. The report does not cover courses offered by the Cooperative Extension Service (since information on the Service is collected by another Federal agency), social and recreational activities, or any activity involving less than three hours of instruction.

National estimates were developed from a sample survey of institutions. When taken in conjunction with data from two prior NCES studies on noncredit activities,[1] useful trend information is now available.

---

[1] Florence Kemp, *Noncredit Activities in Institutions of Higher Education, 1967-68* and *Noncredit Activities in Institutions of Higher Education, for the Year Ending June 30, 1976.*

Summary of Results

Institutions Offering Adult Education

Noncredit adult education activities were offered by 2,375 colleges and universities in 1977-78, or 77 percent of all institutions in the HEGIS file during the year of the survey. This represents a more than doubling in the number of institutions offering adult education in the 10-year period since 1967-68. The largest increases occurred in public 2-year colleges and private other 4-year colleges (see table 1).

Table 1. Number of colleges and universities reporting noncredit adult and continuing education activities, by control and level: United States, 1967-68, 1975-76, and 1977-78

Institutions	1967-68	1975-76	1977-78	Percent change
Total	1,102	2,225	2,375	116
Universities	146	157	160	9
Other 4-year	534	1,076	1,236	131
2-year	422	922	979	132
Public institutions	621	1,304	1,368	120
Universities	91	92	95	4
Other 4-year	169	367	386	128
2-year	361	845	887	146
Private institutions	481	921	1,007	109
Universities	55	65	65	18
Other 4-year	365	709	850	133
2 year	61	147	92	51

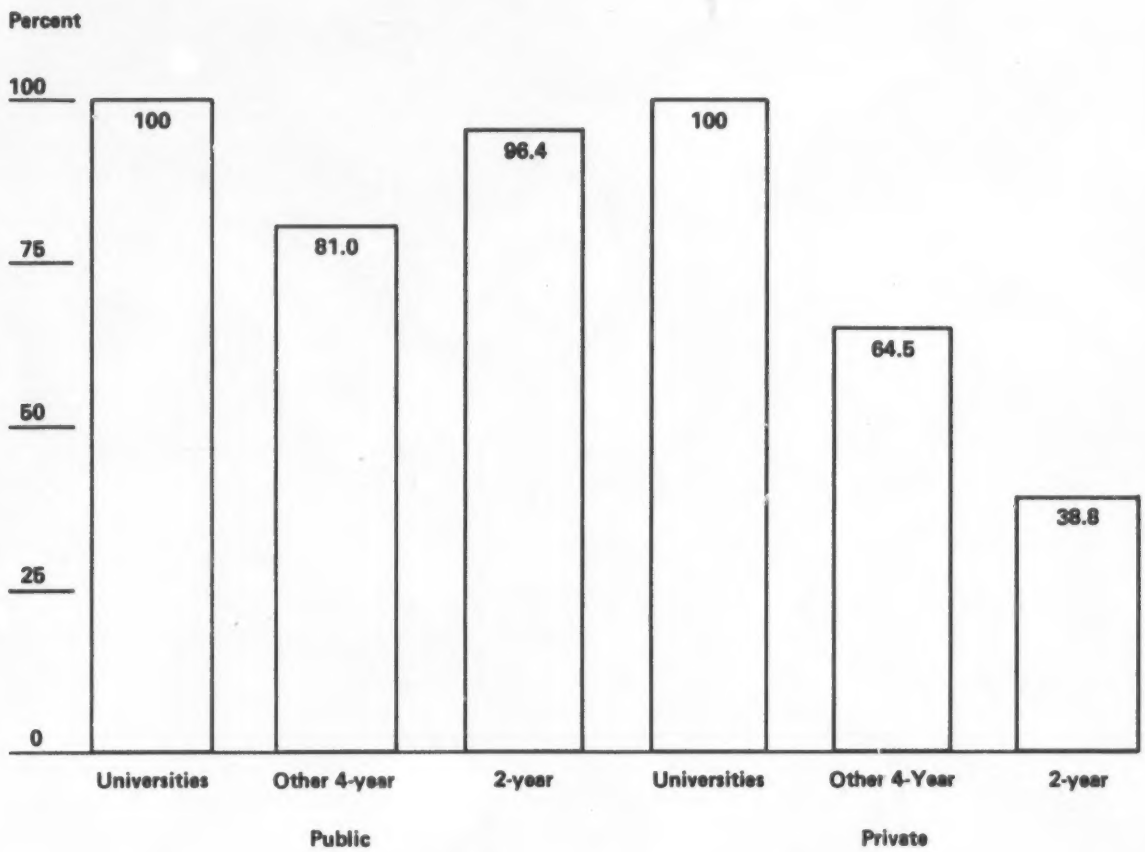
Adult education activities are now offered at all universities and most public 2-year and other 4-year colleges (see figure A). Since private 2-year and other 4-year colleges have substantially fewer programs, future increases in the number of institutions offering adult education must come primarily from these two types.

The most frequently reported administrative unit either responsible for or involved in adult education programs was an Office for Continuing Education as cited by 1,443 institutions (almost 61 percent) (see appendix table A-1). This was an increase from the 727 institutions (33 percent) reported in 1976 and probably reflected the

growing number of adult education activities. The terms "evening college" and "extension office" (reported by 171 and 101 institutions, respectively) were also used to describe specialized adult education units. In 1976, 443 institutions reported they had a community service office. However, this number dropped in 1978 to 296, indicating that some offices may have changed their title to continuing education.

In addition to the growing tendency to establish a specific adult education office, the number of academic departments engaged in these activities increased significantly from 1,162 academic units in 1976 to 1,793 in 1978. The departments most involved were business, nursing, education, music, and vocational/technical.

Figure A. Percent of all institutions reporting noncredit adult and continuing education activities, by control and level of institution: United States, 1977-78



Registrations [1]

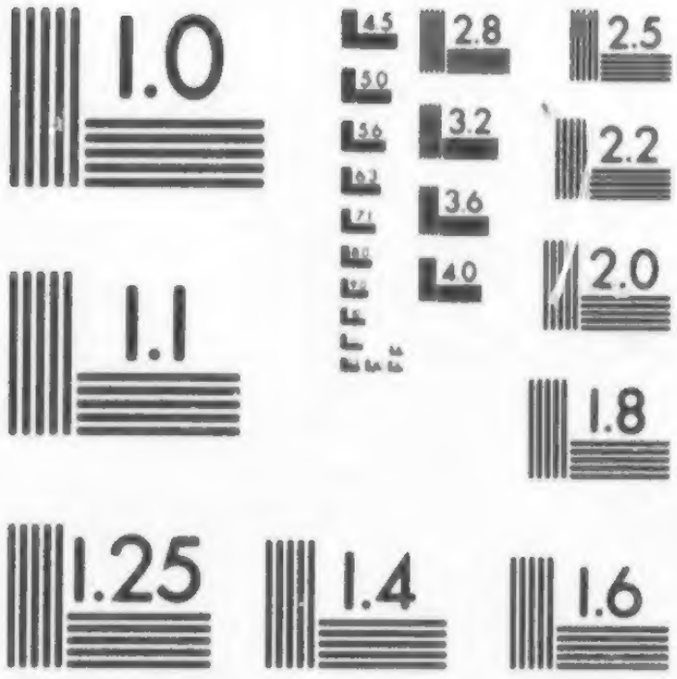
Registrations in colleges and universities for noncredit adult education activities totalled over 10 million in 1977-78, an increase of almost 15 percent over the 1976-77 total (see table 2 and appendix table A-2). Most of the increase occurred in the public sector where registrations rose 26 percent in 2-year colleges. In contrast, private 2-year colleges showed a 17 percent decline in registrations. More than half of the registrations were in public 2-year colleges. The rest were about equally divided between universities and other 4-year colleges.

There was an average of 4,275 registrations per school with public univerisities averaging over 23,000. Illustrative averages for some other categories were 1,800 for other 4-year colleges and 5,300 for 2-year colleges.

Table 2. Registrations in noncredit adult and continuing education activities reported by colleges and universities, by control and level: United States, 1967-68, 1975-76, and 1977-78

Institutions	1967-68	1975-76	1977-78
Total	5,643,958	8,833,998	10,154,128
Universities	4,153,848	2,531,985	2,691,211
Other 4-year	702,031	2,123,978	2,229,410
2-year	788,079	4,178,025	5,233,507
Public institutions	4,877,297	7,874,104	9,163,160
Universities	3,754,580	2,048,207	2,252,877
Other 4-year	390,948	1,702,098	1,721,753
2-year	731,769	4,123,799	5,188,530
Private institutions	766,661	959,894	990,968
Universities	399,268	483,788	438,334
Other 4-year	311,083	421,880	507,657
2-year	56,310	54,225	44,977

[1] Enrollment totals are generally unduplicated counts of students whereas registrations are reported for as many courses as the student takes. For example, a student who registered for three classes would be tallied as three registrations.



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Continuing education offices reported 1,088 or 51.1 percent of all registrations, up sharply from 35.4 percent just two years earlier. Continuing education offices in public 2-year colleges reported over 3 million or 30.2 percent of total registrations for all institutions.

Eighty percent of the institutions reporting noncredit adult education activities had registrations of less than 5,000, about the same proportion as in 1975-76. While small in number, institutions with 50,000 registrations or more declined by 20 percent during the 2-year period (table 3).

Table 3. Frequency distribution of colleges and universities reporting noncredit adult and continuing education activities, by number of registrations: United States, 1975-76 and 1977-78

Registrations	Number of institutions		
	1976	1978	Change
Total	2,225	2,375	150
Less than 1,000	1,015	1,161	146
1,000 to 4,999	726	742	16
5,000 to 19,999	366	347	-19
20,000 to 49,999	80	107	27
50,000 or more	38	18	-20

Public institutions generally had larger registrations than private schools. For example, 251 public institutions had registrations over 10,000 compared with only 15 private schools. Among private institutions, 781 (77.6 percent) had less than 1,000 registrations (see appendix table A-3).

For the past two years, public 2-year colleges were the main source of growth in adult education registrations. They accounted for 80 percent of the 1.3 million increase in registrations over 1976. Public institutions accounted for 90.2 percent of all registrations, up slightly from 89.1 percent in 1976 and 86.1 percent in 1968. Private 2-year colleges experienced a decline in registrations which paralleled the decrease in the number of private institutions offering programs. The number of institutions dropped from 147 in 1976 to 92 in 1978.

A number of institutions commented on their adult education growth:

> One new program, Educational Growth Opportunities, which focused on retired adults, generated 5,000 registrations;
>
> New state requirements mandating continuing education for registered nurses should lead to expanded programs in this area and;
>
> Our growth has been spectacular:
>
> | | |
> |---|---|
> | 1974-75 | 3,856 |
> | 1975-76 | 6,182 |
> | 1976-77 | 8,714 |
> | 1977-78 | 13,267 |

Institutions were asked to indicate where their records on adult education registrations were maintained. In the past many institutions felt that they were underreporting adult education activities because either they did not maintain records or they were scattered in a number of sites both on and off campus. The results are summarized in table 4 and show more centralization than was anticipated.

Table 4. Location of registration records reported by colleges and universities offering noncredit adult and continuing education activities: United States, 1977-78

Location of registration records	Percent
Total	100.0
Records centralized in one office	73.2
Continuing education office	33.1
Registrar	23.6
Other administrative office	11.8
Academic department	3.0
Other	1.7
Records divided between two offices	20.8
Continuing education and registrar	8.0
Continuing education and other office (not registrar)	5.5
Registrar and other office (not continuing education)	5.0
Two offices (neither continuing education nor registrar)	2.3
Records divided between three offices	6.0
Continuing education, registrar, plus one other office	2.0
Continuing education plus two other offices (not registrar)	3.7
Registrar plus two other offices (not continuing education)	0.3

Fields of Instruction

Physical education and avocational instruction and education fields declined from 1975-76 to 1977-78 while health professions, fine and applied arts, and home economics increased (see table 5). Other fields of instruction that declined were: architecture and environmental design, communications, foreign languages, law, letters, library science, mathematics, psychology, and social sciences (see appendix tables A-4 and A-5). Theology and developmental activities showed sharp gains over their 1976 totals (89 percent and 53 percent, respectively).

Table 5. Registrations in seven largest fields of instruction in noncredit adult and continuing education activities reported by colleges and universities: United States, 1975-76 and 1977-78

Field of instruction	1975-76		1977-78	
	Rank	Registrations	Rank	Registrations
Health professions	4	723,875	1	1,244,592
Business and management	2	800,796	2	1,070,378
Fine and applied arts	5	698,392	3	967,998
Physical education and avocational instruction	1	829,077	4	800,379
Home economics	7	491,998	5	720,253
Interdisciplinary studies	6	535,382	6	697,711
Education	3	776,334	7	555,794

Occupational fields, which were 15.3 percent of total registrations in 1975-76, declined in 1977-78. The decrease in the total number of registrations in occupational fields was unexpected. Occupational fields, as defined in this survey, are primarily technical fields at the semiprofessional level. They included the following technologies: business and commerce, data processing, mechanical and engineering, natural science, public service related, and other technologies. Registrations for health services and paramedical technologies rose from 280,000 to 321,000 in 1978 and helped to offset an even greater decline in occupational fields.

Two-year colleges showed the most distinctive pattern of activities in each field of instruction accounting for 75 percent or more of the registrations in the following fields: arts, home economics, development activities, hobbies, and sports instruction (see appendix table A-4). Overall 2-year colleges reported 72.2 percent of the registrations in occupational specialities with the highest percentages in mechanical and engineering technologies (85.1 percent) and natural science technologies (91.2 percent).

Public institutions, overall 90.2 percent of all institutions, accounted for a higher percentage in the following fields: agriculture and natural resources, architecture and environmental design, education, engineering, dance/drama, home economics, military sciences, physical sciences, social sciences, physical education and avocational instruction, and most of the occupational specialities.

The following comments cited some of the growing and successful program areas:

> Our women's program, begun some years ago with the aid of a Federal grant, has been an unqualified success.
>
> Our Alumni Vacation College is beginning to report more registrations.
>
> Our report does not include 80,000 attendees to seminars, lectures, and other short-time programs.

Some comments on individual courses included the following statements:

> A new course is "How to save heat and money".
>
> We offered courses in log cabin building (118 students) and shrimp/crab pot building (41 students)
>
> A drinking driver course was offered under contract with the New York State Department of Motor Vehicles.
>
> Among the nonoccupational courses we offered were: defensive driving, wine tasting, bridge, simple auto mechanics, income tax preparation, ESP, astronomy, speed reading, tax advantage investments, woodmaking, and genealogy.

Continuing Professional Education

A number of states require that persons working in various fields periodically take occupational refresher activities. For example, teachers may be required to take a prescribed minimum of course work every few years, to keep public school certification. Other mandatory or optional professional education is stimulated by occupational licensing requirements and professional societies. Finally, new problems or new laws may encourage continuing professional education, such as seminars on the latest developments in tax laws.

Institutions were asked to indicate what proportion of their adult education programs was continuing professional education. The results are shown in appendix table A-6. Overall, almost 3 million registrations (29 percent) were in continuing professional education. Four-year institutions were the most involved with participation of 39 percent for universities, 46 percent for other 4-year colleges, and only 17 percent for 2-year colleges.

Involvement in continuing professional education activities varied by field of intruction with the highest percentages of registration in the following fields: medicine (95 percent), nursing (90 percent), accounting (57 percent), engineering (48 percent), and education (38 percent). In the health fields, continuing professional education accounted for 26.9 percent of all university, 40.8 percent of all other 4-year college, and 31.2 percent of all 2-year college activities. The majority (61 percent) of the activities in occupational specialities were at 2-year schools.

Private institutions were more involved in continuing professional education than in adult education as a whole (appendix table A-7). Private institutions offered 15.4 percent of all continuing professional education activities in contrast to 9.8 percent of all adult education activities. Emphasis in private institutions was in the areas of biological

sciences, accounting, music, medicine, and theology. Since most of the occupational specialities registrations were reported by 2-year colleges, it is not surprising that most of the courses were offered by public institutions.

Special Programs

Colleges and universities were asked several questions on the special programs they offered (see appendix table A-8). One question concerned institutional involvement in adult basic education programs. There was a slight reduction in the number of institutions offering courses from 565 in 1975-76 to 551 in 1977-78. Most were public 2-year colleges, up from 400 in 1976 to 426 in 1978.

Similarly, fewer institutions offered courses to prepare for the General Education Development (GED) test for high school equivalency. The total of 545 in 1976 dropped to 506 in 1978. Once again, most of these courses were offered by public 2-year colleges (427 for both years).

A reduction was also noted in the number of institutions offering adult education instruction at a reduced/no fee basis to the elderly (1,102 institutions in 1976 versus 1,089 in 1978). In 1978, about 46 percent of all institutions that offered adult education activities reported a special fee provision for the elderly. In most cases, no fee was required rather than a reduced one. There was a sharp difference between public and private institutions offering adult education — 58.1 percent of all public institutions had a special fee provision for the elderly, in contrast to only 29.2 percent of private schools.

A number of colleges commented on this issue:

> We have a scholarship program which allows persons with financial need to attend programs without cost or at a reduced fee.
>
> We have reduced fees for credit courses, but not for noncredit classes.
>
> Our higher education system has a fee waiver policy for persons age 60 and older.
>
> Continuing Education is a self-supporting activity. Therefore, all students must pay total dues for each course, regardless of age.
>
> We'd like to expand the reduced fee concept to service groups, such as to the training we offer persons preparing to serve as volunteer ambulance drivers.
>
> Our district sells persons age 60 and older a gold card for $5.00 a year. This provides a 50 percent reduction in noncredit class fees throughout the district. Persons who can't afford the $5.00 are issued a card free of charge.

A new item on the 1978 survey asked whether low-income or unemployed persons were eligible for reduced/no fee courses. Of the institutions involved in adult education, only 304 (12.8 percent of the total) reported a special fee provision for such persons.

Continuing Education Unit

The Continuing Education Unit (CEU) is a nationally recognized method for measuring and recording participation in a continuing education program that does not carry credit toward a degree but does meet established criteria for increasing knowledge and competency. The CEU was developed in the mid-1970's to provide a method of recording adult education activities for planning, budgeting, and for student record purposes. Each CEU represents 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Details on the use of the CEU are shown in appendix table A-9. CEU's were offered by 1,074 (45.2 percent) of the institutions which offered adult education in 1978 compared to 798 (35.9 percent) in 1976. The number of reported CEU's in 1978 was 4,456,923 or 19.6 percent greater than the 3,725,122 reported in 1976. In 1976, 61.3 percent of all institutions were using or contemplating using the CEU's. The 1978 total represented 2,381,950 registrations or around a quarter of the total adult education registrations. An additional 540 institutions said they were considering using the CEU.

Two comments from individual schools help to illustrate how CEU's are being handled on campuses:

> Starting this fall, Continuing Education Units will be recorded and maintained by the registrar. Information on non-CEU courses will be kept by the departments.

> Our registrar maintains two sets of records for students, one for degree credit courses and the other for Continuing Education Units.

Administration and Funding

Overall, 79.3 percent of the institutions had a centralized administrative unit responsible for the adult education program as shown in appendix table A-10. Centralization was even greater in both public and private 2-year colleges (87.0 and 89.1 percent, respectively).

Over 18 percent of the institutions said that they offered educational or career counseling and guidance services to assist adult education students. Four-fifths of them offered these services in the evening hours when the noncredit classes were held and one-fifth during the regular working hours. This area, however, needs more detailed analysis in subsequent surveys as the lack of counseling has been a frequent complaint of adult education participation.

Another question asked institutions if they converted their adult education registration totals to full-time equivalents (FTEs) for institutional or system reporting. Approximately 30 percent of the institutions reported that they did this to document comparable staff needs and budget requirements. This was particularly true of public 2-year institutions – the type most likely to belong to a college system requiring such reporting. For the same reason, institutions reporting the highest totals also were more likely to convert to FTEs. The formula used for computing FTEs may vary. For example, two schools reported fairly similar ratios but one school considered 900 contact hours of activity to be equivalent to one FTE, while the other school cited 810 hours.

Around a third (34.6 percent) or 821 institutions said they received funds as a result of specific public legislative actions. All but 50 of these were public institutions and most were 2-year schools. The 821 colleges reported that they used the public funds as follows (since some use them for more than one purpose, the percents add up to more than 100):

Use of Funds	Percent
Overhead costs	52.0
Administrative costs	64.4
Instructional costs	54.1
Other	9.2

Among the comments made by individual schools on this subject were the following:

> We receive no State reimbursement for noncredit enrollments.
>
> State funds are only provided for selected courses related to career and vocational programs.

Some comments of California institutions on the impact of the 1978 Jarvis-Gann Initiative (California Proposition 13), which reduced the amount of public funding available for education, were:

> Passage of Proposition 13 has eliminated most funds from state sources for our noncredit adult education activities.
>
> Our community service office closed in June as a result of Proposition 13. This office sponsored all our noncredit activities -- today, we only offer credit courses.
>
> The new economic demands force us to offer self-supporting courses and the emphasis is on the popularity of the course, rather than thoughtful programming. Classes tend to focus on the trivial, the popular.

Institutions were also questioned about the extent to which adult education courses were self-supporting -- that is, student fees cover most or all of the expenses. The results, as summed up in appendix table A-10, show that 70.5 percent of the institutions reported self-supporting programs. Only public 2-year colleges were below the overall average.

Some of the comments made in this connection were as follows:

> Student fees meet direct instructional costs, administrative overhead is paid out of the general college funds.
>
> In order for our adult education programs to expand, more State and Federal funding is needed.
>
> It depends upon the program. Programs aimed at professional people make a profit, those for low-income people net considerable less.

Teaching Staff

No single item on the survey prompted as many comments as the one dealing with teaching staff. The first part of the question asked what percentage of teachers in the noncredit adult education program came from the regular faculty. As shown in appendix table A-11, the majority of the teachers were not on the regular faculty. For all institutions, 62 percent reported that half or more of their adult education teachers came from outside sources.

Public 2-year colleges were most likely to recruit outside teachers, while private 4-year colleges were most likely to use their regular faculty. One conclusion from the comments is that increasingly larger numbers of schools consider adult education teaching to be part of a regular job commitment and faculty members are being asked to include this in their normal teaching load.

The issue of pay for adult education teachers is one that can provoke hours of discussion at professional meetings. They are often paid less than the regular faculty. However, adult education teachers, as some have pointed out, don't have student advising responsibilities, don't serve on college or department committees, and don't have the same responsibilities for research and publication as do regular staff members. They often arrive just before their classes begin and leave immediately after they are over. The data in appendix table A-11 show the relationship between adult education teacher salaries and those for regular faculty. They are also summarized in table 6.

Table 6. Percent of adult education teaching salaries comparable with regular faculty pay in colleges and universities reporting noncredit adult and continuing education activities: United States, 1977-78

Percent of salaries of adult education teachers to regular faculty	All institutions	Public	Private
Total	100.0	100.0	99.9
Same or higher	40.3	29.4	57.2
75 to 90	15.9	20.5	8.7
50 to 74	20.7	30.6	5.3
49 or less	23.1	19.5	28.7

Over 40 percent of the schools pay adult education teachers on the same basis as regular faculty. In some cases, however, institutions reported that they used a schedule for regular faculty who only teach part-time. At the other end of the spectrum, around a fourth of the schools paid adult education teachers at less than half the rate for a regular faculty person. Private schools showed the highest percentage at both extremes. At several private schools, members of the regular faculty taught whatever adult education courses were offered at their regular faculty rate. In other private institutions, where adult education was intended to help with the school's financial situation, many of the teachers were hired at a rate much lower than that of the regular faculty.

Some of the comments made in response to this item were:

> Our regular faculty is paid on an overload basis to teach in the continuing education program.
>
> All our noncredit faculty are paid $15.00 a teaching hour. Regular faculty in credit courses, of course, are paid on the basis of faculty rank.
>
> All noncredit class salaries are based upon what it takes to make each class self-sufficient.
>
> Health fields include continuing education teaching as a part of the regular teaching schedule.
>
> Full-time staff members at this institution may no longer receive extra compensation for teaching in the continuing education program. They must do this as a part of their assigned load or gratis. This policy has had an adverse affect upon the continuing education program.
>
> Most regular instructors do not receive pay for teaching noncredit classes. When they do, it is often a percentage of what is left over after the expenses of the class have been met.
>
> It is hard to make a comparison as noncredit courses have fewer students and are shorter in length.

Cooperation with Outside Organizations

Institutions were asked whether any of their courses were operated by outside organizations. The results, as presented in appendix table A-12, show 912 instances of such cooperation. This includes some institutions reporting more than one activity sponsored for the organization.

Among the comments made on this issue by individual institutions were the following:

> We use outside organizations for certain out-of-doors activities (scuba diving, snow skiing, etc.) which we would otherwise not be able to provide. This is at a considerably lower cost to our students than if they had to pay directly to the private organization.
>
> We co-sponsor programs with professional organizations. All administrative work is done by us and we reach mutual agreement on subject matter.
>
> Cooperation with a professional association was the most common and was reported by 577 colleges and universities. Interestingly enough, other 4-year colleges offered proportionately more programs linked with professional associations than their share of the total adult education field. Some adult education leaders were particularly interested in the extent to which colleges and universities offered adult education activities for private, profit-making groups. Such a relationship was reported by 91 institutions, primarily other 4-year and 2-year colleges.

Appendix A

Tables

Appendix Table A-1. Number of colleges and universities reporting noncredit activities in adult and continuing education, by major academic and/or administrative unit, control, and level; and number reporting no noncredit activities, by control and level: United States, 1977-78

Major Academic and/or Administrative Unit	Total				Public				Private			
	All Institutions	University	Other 4-year	2-year	All Institutions	University	Other 4-year	2-year	All Institutions	University	Other 4-year	2-year
All Institutions Reporting Noncredit Activities	2,375	160	1,236	979	1,368	95	388	887	1,007	65	850	92
Continuing Education												
College of General Studies	40	7	7	26	34	1	7	26	6	6	0	0
Community Services	296	8	60	228	264	4	32	228	32	4	28	0
Conference Bureau	24	18	3	3	24	18	3	3	0	0	0	0
Continuing Education	1,443	117	693	633	924	82	287	555	519	35	406	78
Evening Division	171	10	110	51	67	8	8	51	104	2	102	0
Extension	101	11	50	40	85	11	34	40	16	0	16	0
Independent Study/Correspondence Division	28	11	17	0	14	11	3	0	14	0	14	0
University College	23	2	6	15	22	1	6	15	1	1	0	0
Other	239	8	101	130	166	6	35	125	73	2	66	5
Academic Units												
Agriculture	30	8	4	18	30	8	4	18	0	0	0	0
Architecture	16	7	0	9	16	7	0	9	0	0	0	0
Arts and Sciences	89	29	29	31	67	22	14	31	22	7	15	0
Business/Industrial Relations	172	58	71	43	116	32	41	43	56	26	30	0
Dentistry	43	23	16	4	25	6	15	4	18	17	1	0
Education	149	33	106	10	72	22	40	10	77	11	66	0
Engineering	75	38	20	17	45	21	7	17	30	17	13	0
Fine Arts	98	25	20	53	93	20	20	53	5	5	0	0
Home Economics	76	19	11	46	75	18	11	46	1	1	0	0
Journalism/Communications	69	21	16	32	64	16	16	32	5	5	0	0
Law	41	24	13	4	24	11	9	4	17	13	4	0
Library Science/Learning Resources	20	15	5	0	16	11	5	0	4	4	0	0
Medicine	58	25	29	4	37	8	25	4	21	17	4	0
Music	126	22	59	45	82	19	18	45	44	3	41	0
Natural Resources	13	2	0	11	13	2	0	11	0	0	0	0
Nursing	168	42	62	64	122	21	37	64	46	21	25	0
Pharmacy	26	18	8	0	17	9	8	0	9	9	0	0
Physical Education	97	23	26	48	92	22	22	48	5	1	4	0
Public Administration/Government	58	19	18	21	51	12	18	21	7	7	0	0
Public Health	36	9	11	16	32	6	10	16	4	3	1	0
Social Work	55	29	17	9	44	18	17	9	11	11	0	0
Veterinary Medicine	4	4	0	0	1	1	0	0	3	3	0	0
Vocational/Technical	101	12	19	70	90	10	19	61	11	2	0	9
Other	173	28	111	34	77	11	38	28	96	17	73	6
Other Units												
Alumni Office	56	18	33	5	25	10	10	5	31	8	23	0
Experimental College	5	5	0	0	1	1	0	0	4	4	0	0
President's Office	28	7	21	0	11	6	5	0	17	1	16	0
Special Session	19	1	3	15	19	1	3	15	0	0	0	0
Student Services	53	8	25	20	53	8	25	20	0	0	0	0
Summer Session	93	29	34	30	63	16	17	30	30	13	17	0
Women's Program	86	16	33	37	51	11	3	37	35	5	30	0
All Others	193	23	94	76	102	17	9	76	91	6	85	0
Reporting No Noncredit Activities												
Total, All Units	712	0	534	178	99	0	66	33	613	0	468	145

Appendix Table A-2. Registrations and number of colleges and universities reporting noncredit activities in adult and continuing education, by major administrative unit, by control and level: United States, 1977-78

Major Administrative Unit	Total				Public				Private			
	All Institutions	University	Other 4-year	2-year	All Institutions	University	Other 4-year	2-year	All Institutions	University	Other 4-year	2-year
Total Number, All Units	2,375	160	1,236	979	1,368	95	386	887	1,007	65	850	92
Total Registrations, All Units	10,154,128	2,691,211	2,229,410	5,233,507	9,163,160	2,252,877	1,721,753	5,188,530	990,968	438,334	507,657	44,977
College of General Studies Only:												
Number	4	0	0	4	4	0	0	4	0	0	0	0
Total Registrations	104	0	0	104	104	0	0	104	0	0	0	0
Continuing Education Only:												
Number	1,088	58	513	517	684	38	200	446	404	20	313	71
Total Registrations	5,189,813	1,129,037	949,848	3,110,928	4,718,938	943,518	704,163	3,071,257	470,875	185,519	245,685	39,671
Community Services Only:												
Number	173	0	38	135	149	0	14	135	24	0	24	0
Total Registrations	620,208	0	61,901	558,307	619,621	0	61,314	558,307	587	0	587	0
Continuing Education and Community Services Only:												
Number	11	0	0	11	11	0	0	11	0	0	0	0
Total Registrations	160,139	0	0	160,139	160,139	0	0	160,139	0	0	0	0
All Other												
Number	1,099	102	685	312	520	57	172	291	579	45	513	21
Total Registrations	4,183,864	1,562,174	1,217,661	1,404,029	3,664,358	1,309,359	956,276	1,398,723	519,506	252,815	261,385	5,306

Appendix Table A-3. Frequency distribution of colleges and universities reporting noncredit activities in adult and continuing education, by number of registrations and level: United States, 1977-78

Number of Registrations	Total				Public				Private			
	All Institutions	University	Other 4-year	2-year	All Institutions	University	Other 4-year	2-year	All Institutions	University	Other 4-year	2-year
Total	2,375	160	1,236	979	1,368	9	386	887	1,007	65	850	92
Less Than 1,000	1,161	15	835	311	380	0	140	240	781	15	695	71
1,000 to 2,499	448	31	170	247	307	12	69	226	141	19	101	21
2,500 to 4,999	294	15	114	165	232	0	67	165	62	15	47	0
5,000 to 7,499	149	18	47	84	141	13	44	84	8	5	3	0
7,500 to 9,999	57	7	19	31	57	7	19	31	0	0	0	0
10,000 to 19,999	141	27	35	79	129	19	31	79	12	8	4	0
20,000 to 29,999	49	12	3	34	49	12	3	34	0	0	0	0
30,000 to 49,999	58	27	10	21	56	25	10	21	2	2	0	0
50,000 or More	18	8	3	7	17	7	3	7	1	1	0	0

Appendix Table A-4. Registrations in noncredit adult and continuing education activities in colleges and

Field of Instruction	Registrations			
	Total	University	Other 4-year	2-year
Grand Total	10,154,128	2,691,211	2,229,410	5,233,507
Subject Area				
Total	8,868,203	2,561,667	2,001,501	4,305,035
Agricultural and Natural Resources	234,001	157,078	21,043	55,880
Architecture and Environmental Design	34,398	16,871	6,946	10,581
Area Studies	30,764	6,723	7,793	16,248
Biological Sciences	56,924	22,199	22,619	12,106
Business and Management:				
Accounting	114,726	64,217	23,665	26,844
Investment and Security	71,632	17,222	17,094	37,316
Marketing and Purchasing (Sales)	85,441	22,807	11,978	50,656
Real Estate	202,965	67,749	43,445	91,771
Business, All Other	595,614	247,677	198,328	149,609
Communications	92,461	36,839	25,462	30,160
Computer and Information Science	31,622	12,008	10,396	9,218
Education	555,794	194,657	199,649	161,488
Engineering	246,826	146,900	46,869	53,057
Fine and Applied Arts:				
Art	312,440	43,984	30,303	238,153
Music	187,870	47,069	58,882	81,919
Dance/Drama	233,343	94,709	26,711	111,923
Other	234,345	34,843	89,491	110,211
Foreign Languages	135,188	19,504	23,088	92,596
Health Professions:				
Nursing	475,639	80,705	138,109	256,825
Medicine	320,539	103,896	190,203	26,440
Other Health	448,414	147,941	125,360	175,113
Home Economics	720,253	56,219	44,942	619,092
Law	120,996	69,666	22,239	29,091
Letters	113,531	32,132	30,863	50,536
Library Science	15,968	8,828	4,473	2,667
Mathematics	36,804	17,854	6,510	12,440
Military Sciences	3,391	1,405	339	1,647
Physical Sciences	51,399	21,502	7,622	22,275
Psychology	193,131	46,614	46,797	99,720
Public Affairs and Services	318,502	134,690	71,786	112,026
Social Sciences	246,401	127,900	64,163	54,338
Theology	183,820	96,439	57,120	30,261
Interdisciplinary Studies:				
Women's Studies	112,812	51,309	17,839	43,664
Civic and Community Affairs	443,665	155,063	74,403	214,209
Other	141,234	32,373	73,253	35,608
Developmental Activities	595,543	21,951	58,651	515,941
Physical Education and Avocational Instruction:				
Hobbies	109,520	13,521	8,725	87,274
Physical Fitness	271,252	21,717	27,292	222,243
Sports Instruction	255,828	37,636	57,630	160,562
Other Instruction	163,779	8,235	4,981	150,563
Other	68,428	21,225	4,439	42,764
Occupational Specialties				
Total	1,285,925	129,544	227,909	928,472
Business and Commerce Technologies	322,461	36,794	46,099	239,568
Data Processing Technologies	18,594	946	4,976	12,672
Health Services and Paramedical Technologies	321,033	12,761	83,929	224,343
Mechanical and Engineering Technologies	308,833	29,718	16,196	262,919
Natural Science Technologies	66,009	5,647	136	60,226
Public Service Related Technologies	231,718	38,647	74,170	118,901
Other Technologies	17,277	5,031	2,403	9,843

universities and percent distribution, by field of instruction and level: United States, 1977-78

Percent Distribution				Percent of Total			Field of Instruction
Total	University	Other 4-year	2-year	University	Other 4-year	2-year	
100.0	100.0	100.0	100.0	26.5	22.0	51.5	..... Grand Total
							... Subject Area
87.3	96.2	89.8	82.3	28.9	22.6	48.5	..... Total
2.3	5.8	.9	1.1	67.1	9.0	23.9	... Agriculture and Natural Resources
.3	.6	.3	.2	49.0	20.2	30.8	... Architecture and Environmental Design
.3	.2	.3	.3	21.9	25.3	52.8	... Area Studies
.6	.8	1.0	.2	39.0	39.7	21.3	... Biological Sciences
							Business and Management:
1.1	2.4	1.1	.5	56.0	20.6	23.4	..... Accounting
.7	.6	.8	.7	24.0	23.9	52.1	..... Investment and Security
.8	.8	.5	1.0	26.7	14.0	59.3	..... Marketing and Purchasing (Sales)
2.0	2.5	1.9	1.8	33.4	21.4	45.2	..... Real Estate
5.9	9.2	8.9	2.9	41.6	33.3	25.1	..... Business, All Other
.9	1.4	1.1	.6	39.8	27.5	32.6	... Communications
.3	.4	.5	.2	38.0	32.9	29.2	... Computer and Information Science
5.5	7.2	9.0	3.1	35.0	35.9	29.1	... Education
2.4	5.5	2.1	1.0	59.5	19.0	21.5	... Engineering
							Fine and Applied Arts:
3.1	1.8	1.4	4.6	14.1	9.7	76.2	..... Art
1.9	1.7	2.6	1.6	25.1	31.3	43.6	..... Music
2.3	3.5	1.2	2.1	40.6	11.4	48.0	..... Dance/Drama
2.3	1.3	4.0	2.1	14.8	38.2	47.0	..... Other
1.3	.7	1.0	1.8	14.4	17.1	68.5	... Foreign Languages
							Health Professions:
4.7	3.0	6.2	4.9	17.0	29.0	54.0	..... Nursing
3.2	3.9	8.5	.5	32.4	59.3	8.2	..... Medicine
4.4	5.5	5.6	3.3	33.0	28.0	39.1	..... Other Health
7.1	2.1	2.0	11.8	7.8	6.2	86.0	... Home Economics
1.2	2.6	1.0	.6	57.6	18.4	24.0	... Law
1.1	1.2	1.4	1.0	28.3	27.2	44.5	... Letters
.2	.3	.2	.1	55.3	28.0	16.7	... Library Science
.4	.7	.3	.2	48.5	17.7	33.8	... Mathematics
.0	.1	.0	.0	41.4	10.0	48.6	... Military Sciences
.5	.8	.3	.4	41.8	14.8	43.3	... Physical Sciences
1.9	1.7	2.1	1.9	24.1	24.2	51.6	... Psychology
3.1	5.0	3.2	2.1	42.3	22.5	35.2	... Public Affairs and Services
2.4	4.8	2.9	1.0	51.9	26.0	22.1	... Social Sciences
1.8	3.6	2.6	.6	52.5	31.1	16.5	... Theology
							Interdisciplinary Studies:
1.1	1.9	.8	.8	45.5	15.8	38.7	..... Women's Studies
4.4	5.8	3.3	4.1	34.9	16.8	48.3	..... Civic and Community Affairs
1.4	1.2	3.3	.7	22.9	51.9	25.2	..... Other
5.9	.8	2.6	9.9	3.7	9.8	86.5	... Developmental Activities
							Physical Educ. & Avocational Instruction:
1.1	.5	.4	1.7	12.3	8.0	79.7	..... Hobbies
2.7	.8	1.2	4.2	8.0	10.1	81.9	..... Physical Fitness
2.5	1.4	2.6	3.1	14.7	22.5	62.8	..... Sports Instruction
1.6	.3	.2	2.9	5.0	3.0	91.9	..... Other Instruction
.7	.8	.2	.8	31.0	6.5	62.5	... Other
							Occupational Specialties
12.7	4.8	10.2	17.7	10.1	17.7	72.2	..... Total
3.2	1.4	2.1	4.6	11.4	14.3	74.3	... Business and Commerce Technologies
.2	.0	.2	.2	5.1	26.8	68.1	... Data Processing Technologies
3.2	.5	3.8	4.3	4.0	26.1	69.9	... Health Services & Paramedical Technologies
3.0	1.1	.7	5.0	9.6	5.2	85.1	... Mechanical and Engineering Technologies
.7	.2	.0	1.2	8.6	.2	91.2	... Natural Science Technologies
2.3	1.4	3.3	2.3	16.7	32.0	51.3	... Public Service Related Technologies
.2	.2	.1	.2	29.1	13.9	57.0	... Other Technologies

Appendix Table A-5. Registrations in noncredit adult and continuing education activities in colleges and universities, by field of instruction, control, and level: United States, 1977-78

Field of Instruction	Public				Private			
	Total	University	Other 4-year	2-year	Total	University	Other 4-year	2-year
Grand Total	9,163,160	2,252,877	1,721,753	5,188,530	990,968	438,334	507,657	44,977
Subject Area Total	7,934,906	2,141,723	1,524,725	4,268,458	933,297	419,944	476,776	36,577
Agriculture and Natural Resources	232,470	156,314	20,685	55,471	1,531	764	358	409
Architecture and Environmental Design	33,040	16,166	6,293	10,581	1,358	705	653	0
Area Studies	25,721	5,379	4,094	16,248	5,043	1,344	3,699	0
Biological Sciences	42,312	20,283	9,923	12,106	14,612	1,916	12,696	0
Business and Management:								
Accounting	79,521	34,884	17,793	26,844	35,205	29,333	5,872	0
Investment and Security	61,524	11,661	12,547	37,316	10,108	5,561	4,547	0
Marketing and Purchasing (Sales)	78,351	17,300	10,395	50,656	7,090	5,507	1,583	0
Real Estate	179,548	59,298	29,713	90,537	23,417	8,451	13,732	1,234
Business, All Other	539,766	225,981	164,783	149,002	55,848	21,696	33,545	607
Communications	83,582	33,874	19,683	30,025	8,879	2,965	5,779	135
Computer and Information Sciences	26,248	10,242	6,788	9,218	5,374	1,766	3,608	0
Education	538,525	183,122	194,220	161,183	17,269	11,535	5,429	305
Engineering	227,209	135,807	38,345	53,057	19,617	11,093	8,524	0
Fine and Applied Arts:								
Art	295,496	34,801	22,561	238,134	16,944	9,183	7,742	19
Music	160,420	43,599	35,058	81,763	27,450	3,470	23,824	156
Dance/Drama	220,860	91,531	18,230	111,099	12,483	3,178	8,481	824
Other	225,440	32,607	84,175	108,658	8,905	2,036	5,316	1,553
Foreign Languages	121,212	12,342	16,339	92,531	13,976	7,162	6,749	65
Health Professions:								
Nursing	423,943	57,821	111,780	254,342	51,696	22,884	26,329	2,483
Medicine	219,416	62,888	130,088	26,440	101,123	41,008	60,115	0
Other Health	378,771	108,707	94,951	175,113	69,643	39,234	30,409	0
Home Economics	710,346	53,006	39,360	617,980	9,907	3,213	5,582	1,112
Law	109,111	62,484	17,536	29,091	11,885	7,182	4,703	0
Letters	91,643	22,769	18,396	50,478	21,888	9,363	12,467	58
Library Science	11,361	7,508	1,186	2,667	4,607	1,320	3,287	0
Mathematics	33,510	16,123	4,947	12,440	3,294	1,731	1,563	0
Military Sciences	3,391	1,405	339	1,647	0	0	0	0
Physical Sciences	50,156	20,581	7,300	22,275	1,243	921	322	0
Psychology	178,217	37,801	41,294	99,122	14,914	8,813	5,503	598
Public Affairs and Services	295,348	126,893	57,569	110,886	23,154	7,797	14,217	1,140
Social Sciences	230,588	125,759	50,489	54,338	15,815	2,141	13,674	0
Theology	94,767	70,398	18,182	6,187	89,053	26,041	38,938	24,074
Interdisciplinary Studies:								
Women's Studies	96,295	39,303	13,328	43,664	16,517	12,006	4,511	0
Civic and Community Affairs	352,687	70,826	67,652	214,209	90,978	84,227	6,751	0
Other	88,946	24,759	28,579	35,608	52,288	7,614	44,674	0
Developmental Activities	561,708	19,545	27,023	515,140	34,835	2,406	31,628	801
Physical Education & Avocational Instruction:								
Hobbies	100,844	7,205	6,365	87,274	8,676	6,316	2,360	0
Physical Fitness	259,099	17,210	20,649	221,240	12,153	4,507	6,642	1,004
Sports Instruction	244,372	34,213	49,597	160,562	11,456	3,423	8,033	0
Other Instruction	162,149	8,103	3,483	150,563	1,630	132	1,498	0
Other	66,995	21,225	3,006	42,764	1,433	0	1,433	0
Occupational Specialities Total	1,228,254	111,154	197,028	920,072	57,671	18,390	30,881	8,400
Business and Commerce Technologies	306,063	25,661	41,262	239,140	16,398	11,133	4,837	428
Data Processing Technologies	16,088	918	2,498	12,672	2,506	28	2,478	0
Health Services and Paramedical Technologies	308,729	10,595	81,545	216,589	12,304	2,166	2,384	7,754
Mechanical and Engineering Technologies	306,506	29,492	14,313	262,701	2,327	226	1,883	218
Natural Science Technologies	65,265	4,903	136	60,226	744	744	0	0
Public Service Related Technologies	211,886	36,154	56,831	118,901	19,832	2,493	17,339	0
Other Technologies	13,717	3,431	443	9,843	3,560	1,600	1,960	0

Appendix Table A-6. Registrations in noncredit continuing professional education activities in colleges and

Field of Instruction	Registrations			
	Total	University	Other 4-year	2-year
Grand Total	2,976,369	1,056,762	1,019,588	900,019
Subject Area				
Total	2,373,101	985,628	855,714	531,759
Agricultural and Natural Resources	69,664	62,930	3,810	2,924
Architecture and Environmental Design	16,257	10,577	4,136	1,544
Area Studies	3,937	3,054	880	3
Biological Sciences	23,755	10,491	13,114	150
Business and Management:				
Accounting	62,324	40,143	16,687	8,494
Investment and Security	20,985	5,811	9,986	5,188
Marketing and Purchasing (Sales)	26,314	10,859	5,966	9,489
Real Estate	92,093	42,494	17,949	31,650
Business, All Other	266,182	123,998	107,098	35,086
Communications	17,418	9,423	5,647	2,348
Computer and Information Science	12,549	7,047	3,360	2,142
Education	209,205	90,535	87,206	31,464
Engineering	118,974	87,520	16,747	14,707
Fine and Applied Arts:				
Art	18,123	2,013	2,676	13,434
Music	12,448	2,415	8,066	1,967
Dance/Drama	1,912	329	290	1,293
Other	34,930	2,934	28,278	3,718
Foreign Languages	5,439	362	577	4,500
Health Professions:				
Nursing	429,365	74,696	131,582	223,087
Medicine	303,226	96,948	190,155	16,123
Other Health	246,551	111,782	93,757	41,012
Home Economics	54,725	12,072	5,114	37,539
Law	53,861	33,735	11,912	8,214
Letters	5,551	2,586	2,307	658
Library Science	10,106	7,767	2,004	335
Mathematics	6,965	3,289	2,076	1,600
Military Sciences	515	437	0	78
Physical Sciences	13,240	11,654	874	712
Psychology	26,179	3,967	20,783	1,429
Public Affairs and Services	98,854	63,440	15,859	19,555
Social Sciences	36,675	18,625	14,617	3,433
Theology	18,881	8,647	10,079	155
Interdisciplinary Studies:				
Women's Studies	7,729	4,997	1,367	1,365
Civic and Community Affairs	11,951	6,085	2,936	2,930
Other	16,212	3,962	11,643	607
Developmental Activities	11,763	5,058	4,468	2,237
Physical Education and Avocational Instruction:				
Hobbies	375	239	3	133
Physical Fitness	1,517	703	464	350
Sports Instruction	2,663	2,004	595	64
Other Instruction	42	0	0	42
Other	646	0	646	0
Occupational Specialties				
Total	603,268	71,134	163,874	368,260
Business and Commerce Technologies	131,319	15,360	27,629	88,330
Data Processing Technologies	5,191	421	1,687	3,083
Health Services and Paramedical Technologies	208,322	7,255	78,498	122,569
Mechanical and Engineering Technologies	106,036	14,156	7,582	84,298
Natural Science Technologies	14,173	3,813	0	10,360
Public Services Related Technologies	129,277	26,698	48,215	54,364
Other Technologies	8,950	3,431	263	5,256

universities and percent distribution, by field of instruction and level: United States, 1977-78

Percent Distribution				Percent of Total			Field of Instruction
Total	University	Other 4-year	2-year	University	Other 4-year	2-year	
100.0	100.0	100.0	100.0	35.5	34.3	30.2	..... Grand Total
							Subject Area
79.7	93.3	83.9	59.1	41.5	36.1	22.4	..... Total
2.3	6.0	.4	.3	90.3	5.5	4.2	... Agriculture and Natural Resources
.5	1.0	.4	.2	65.1	25.4	9.5	... Architecture and Environmental Design
.1	.3	.1	.0	77.6	22.3	.1	... Area Studies
.8	1.0	1.3	.0	44.2	55.2	.6	... Biological Sciences
							Business and Management:
2.2	3.8	1.6	.9	61.5	25.5	13.0	..... Accounting
.7	.5	1.0	.6	27.7	47.6	24.7	..... Investment and Security
.9	1.0	.6	1.1	41.3	22.7	36.1	..... Marketing and Purchasing (Sales)
3.1	4.0	1.8	3.5	46.1	19.5	34.4	..... Real Estate
8.9	11.7	10.5	3.9	46.6	40.2	13.2	..... Business, All Other
.6	.9	.6	.3	54.1	32.4	13.5	... Communications
.4	.7	.3	.2	56.2	26.8	17.1	... Computer and Information Science
7.0	8.6	8.6	3.5	43.3	41.7	15.0	... Education
4.0	8.3	1.6	1.6	73.6	14.1	12.4	... Engineering
							Fine and Applied Arts:
.6	.2	.3	1.5	11.1	14.8	74.1	..... Art
.4	.2	.8	.2	19.4	64.8	15.8	..... Music
.1	.0	.0	.1	17.2	15.2	67.6	..... Dance/Drama
1.2	.3	2.8	.4	8.4	81.0	10.6	..... Other
.2	.0	.1	.5	6.7	10.6	82.7	... Foreign Languages
							Health Professions:
14.4	7.1	12.9	24.8	17.4	30.6	52.0	..... Nursing
10.2	9.2	18.7	1.8	32.0	62.7	5.3	..... Medicine
8.3	10.6	9.2	4.6	45.3	38.0	16.6	..... Other Health
1.8	1.1	.5	4.2	22.1	9.3	68.6	... Home Economics
1.8	3.2	1.2	.9	62.6	22.1	15.3	... Law
.2	.2	.2	.1	46.6	41.6	11.9	... Letters
.3	.7	.2	.0	76.9	19.8	3.3	... Library Science
.2	.3	.2	.2	47.2	29.8	23.0	... Mathematics
.0	.0	.0	.0	84.9	.0	15.1	... Military Sciences
.4	1.1	.1	.1	88.0	6.6	5.4	... Physical Sciences
.9	.4	2.0	.2	15.2	79.4	5.5	... Psychology
3.3	6.0	1.6	2.2	64.2	16.0	19.8	... Public Affairs and Services
1.2	1.8	1.4	.4	50.8	39.9	9.4	... Social Sciences
.6	.8	1.0	.0	45.8	53.4	.8	... Theology
							Interdisciplinary Studies:
.3	.5	.1	.2	64.6	17.7	17.7	..... Women's Studies
.4	.6	.3	.3	50.9	24.6	24.5	..... Civic and Community Affairs
.5	.4	1.1	.1	24.4	71.8	3.7	..... Other
.4	.5	.4	.2	43.0	38.0	19.0	... Developmental Activities
							Physical Educ. & Avocational Instruction:
.0	.0	.0	.0	63.7	.8	35.5	..... Hobbies
.1	.1	.0	.0	46.3	30.6	23.1	..... Physical Fitness
.1	.2	.1	.0	75.2	22.4	2.4	..... Sports Instruction
.0	.0	.0	.0	.0	.0	100.0	..... Other Instruction
.0	.0	.1	.0	.0	100.0	.0	... Other
							Occupational Specialties
20.3	6.7	16.1	40.9	1.8	27.2	61.0	..... Total
4.4	1.5	2.7	9.8	11.7	21.0	67.3	... Business and Commerce Technologies
.2	.0	.2	.3	8.1	32.5	59.4	... Data Processing Technologies
7.0	.7	7.7	13.6	3.5	37.7	58.8	... Health Services & Paramedical Technologies
3.6	1.3	.7	9.4	13.4	7.2	79.5	... Mechanical and Engineering Technologies
.5	.4	.0	1.2	26.9	.0	73.1	... Natural Science Technologies
4.3	2.5	4.7	6.0	20.7	37.3	42.1	... Public Service Related Technologies
.3	.3	.0	.6	38.3	2.9	58.7	... Other Technologies

Appendix Table A-7. Registrations in noncredit continuing professional education activities in colleges and universities, by field of instruction, control, and level: United States, 1977-78

Field of Instruction	Public				Private			
	Total	University	Other 4-year	2-year	Total	University	Other 4-year	2-year
Grand Total	2,517,078	845,071	785,593	886,414	459,291	211,891	233,995	13,605
Subject Area								
Total	1,947,012	778,106	642,778	526,126	426,089	207,520	212,936	5,633
Agriculture and Natural Resources	69,473	62,739	3,810	2,924	191	191	0	0
Architecture and Environmental Design	15,741	10,061	4,136	1,544	516	516	0	0
Area Studies	3,937	3,054	880	3	0	0	0	0
Biological Sciences	10,774	9,741	883	150	12,981	750	12,231	0
Business and Management:								
Accounting	36,080	15,086	12,500	8,494	29,244	25,057	4,187	0
Investment and Security	16,893	4,180	7,525	5,188	4,092	1,631	2,461	0
Marketing and Purchasing (Sales)	20,704	5,957	5,258	9,489	5,610	4,902	708	0
Real Estate	78,719	35,915	11,641	31,163	13,374	6,579	6,308	487
Business, All Other	222,025	104,249	83,256	34,520	44,157	19,749	23,842	566
Communications	15,759	9,367	4,179	2,213	1,659	56	1,468	135
Computer and Information Sciences	10,512	6,847	1,523	2,142	2,037	200	1,837	0
Education	195,247	80,435	83,863	31,159	13,958	10,100	3,553	305
Engineering	101,046	77,853	8,486	14,707	17,928	9,667	8,261	0
Fine and Applied Arts:								
Art	18,069	1,982	2,883	13,434	64	51	13	0
Music	7,302	2,317	3,083	1,902	5,148	98	4,983	65
Dance/Drama	1,772	269	210	1,293	140	60	80	0
Other	33,824	2,602	27,899	3,623	1,106	332	679	95
Foreign Languages	5,106	342	329	4,435	333	20	248	65
Health Professions:								
Nursing	378,869	51,812	108,253	220,804	50,898	22,884	25,329	2,483
Medicine	202,103	56,940	130,040	16,123	101,123	41,008	60,115	0
Other Health	179,045	73,869	64,164	41,012	67,506	37,913	29,593	0
Home Economics	53,185	11,772	3,874	37,539	1,540	300	1,240	0
Law	44,963	27,358	9,381	8,214	8,908	6,377	2,531	0
Letters	5,551	2,586	2,307	658	0	0	0	0
Library Science	7,318	6,603	380	335	2,788	1,164	1,624	0
Mathematics	6,138	3,025	1,513	1,600	827	264	563	0
Military Sciences	515	437	0	78	0	0	0	0
Physical Sciences	12,740	11,154	874	712	500	500	0	0
Psychology	24,565	2,895	20,306	1,364	1,614	1,072	477	65
Public Affairs and Services	93,234	59,038	15,781	18,415	5,620	4,402	78	1,140
Social Sciences	35,999	18,197	14,389	3,433	676	428	248	0
Theology	1,610	1,383	222	25	17,271	7,284	9,857	130
Interdisciplinary Studies:								
Women's Studies	7,184	4,747	1,072	1,365	645	250	295	0
Civic and Community Affairs	11,819	8,085	2,804	2,930	132	0	132	0
Other	4,065	492	2,956	607	12,157	3,470	8,687	0
Developmental Activities	11,538	4,833	4,468	2,237	225	225	0	0
Physical Education & Avocational Instruction:								
Hobbies	375	239	3	133	0	0	0	0
Physical Fitness	1,025	683	89	253	492	20	378	97
Sports Instruction	2,375	2,004	307	64	288	0	288	0
Other Instruction	42	0	0	42	0	0	0	0
Other	1	0	1	0	645	0	645	0
Occupational Specialties								
Total	570,066	68,963	142,815	360,288	33,202	4,171	21,059	7,972
Business and Commerce Technologies	128,531	14,210	26,418	87,903	2,788	1,150	1,211	427
Data Processing Technologies	4,780	421	1,276	3,083	411	0	411	0
Health Services and Paramedical Technologies	196,242	5,104	76,114	115,024	12,080	2,151	2,384	7,545
Mechanical and Engineering Technologies	106,916	14,156	7,462	84,298	120	0	120	0
Natural Science Technologies	14,173	3,813	0	10,360	0	0	0	0
Public Service Related Technologies	111,474	25,828	31,282	54,364	17,803	870	16,933	0
Other Technologies	8,950	3,431	263	5,256	0	0	0	0

Appendix Table A-8. Colleges and universities reporting and not reporting noncredit course offerings in adult basic education and in preparing for the GED; and number reporting special fees for the elderly and unemployed or low-income persons, by level and control: United States, 1977-78

Item	Total				Public				Private			
	All Institutions	University	Other 4-year	2-year	All Institutions	University	Other 4-year	2-year	All Institutions	University	Other 4-year	2-year
Total Institutions Reporting Noncredit Activities	2,375	160	1,236	979	1,368	95	386	887	1,007	65	850	92
Offering Noncredit Courses in Adult Basic Education												
Yes	551	3	115	433	471	2	43	426	80	1	72	7
No	1,824	157	1,121	546	897	93	343	461	927	64	778	85
Offering Noncredit Courses in Preparing for the GED												
Yes	506	9	70	427	483	8	48	427	23	1	22	0
No	1,869	151	1,166	552	885	87	338	460	984	64	828	92
Offering Noncredit Instruction to Elderly												
At a Reduced Fee	376	42	168	166	231	25	46	160	145	17	122	6
Without a Fee	692	15	198	479	543	14	106	423	149	1	92	56
At Both a Reduced and No Fee	21	3	10	8	21	3	10	8	0	0	0	0
At the Regular Fee	1,286	100	860	326	573	53	224	296	713	47	636	30
Offering Noncredit Instruction to the Unemployed or Low-Income Persons												
At a Reduced Fee	86	2	66	18	45	1	26	18	41	1	40	0
Without a Fee	183	12	55	116	110	8	7	95	73	4	48	21
At Both Reduced and No Fee	35	1	18	16	21	0	5	16	14	1	13	0
At the Regular Fee	2,071	145	1,097	829	1,192	86	348	758	879	59	749	71

Appendix Table A-9. Colleges and universities using the continuing education unit in reporting noncredit adult and continuing education activities, by number of units recorded and registrations represented by units recorded, and by level and control: United States, 1977-78

Item	Total				Public				Private			
	All institutions	University	Other 4-year	2-year	All institutions	University	Other 4-year	2-year	All institutions	University	Other 4-year	2-year
All Institutions	2,375	160	1,236	979	1,388	95	386	887	1,007	65	850	92
Using the CEU	1,074	116	517	441	714	79	225	410	360	37	292	31
Number of CEU's Recorded	4,456,923	910,230	1,301,093	2,245,600	4,142,645	860,781	1,122,997	2,158,867	314,278	49,449	178,096	86,733
Number of Registrations Represented by CEU's Earned	2,381,950	592,897	749,726	1,039,327	2,220,073	558,916	639,818	1,021,339	161,877	33,981	109,908	17,988
Not Using the CEU	761	26	427	308	354	6	75	273	407	20	352	35
Not Now but Possibly in the Future	540	18	292	230	300	10	86	204	240	8	206	26

Appendix Table A-10. Frequency distribution of colleges and universities reporting noncredit activities in adult and continuing education, by administration, financing, self-support, student counseling, and recorded credits: United States, 1977-78

Item	Total Institutions for Each Category	Centralized Adult Education Unit		Public Financial Support Available		Program Self-Support		Special Student Counseling		Recorded Credits Converted into FTE's	
		Total Institutions	Percent of Total	Total Institutions	Percent of Total	Total Institutions	Percent of Total	Total Institutions	Percent of Total	Total Institutions	Percent of Total
Total Institutions	2,375	1,884	79.3	821	34.6	1,675	70.5	450	18.9	756	31.8
Number of Registrations											
Less than 1,000 . . .	1,161	848	73.0	186	16.0	803	69.2	159	13.7	207	17.8
1,000 to 2,499	448	397	88.6	209	46.7	377	84.2	97	21.7	158	35.3
2,500 to 4,999	294	238	81.0	130	44.2	212	72.1	68	23.1	115	39.1
5,000 to 7,499	149	130	87.2	90	60.4	85	57.0	39	26.2	91	61.1
7,500 to 9,999	57	48	84.2	40	70.2	57	100.0	23	40.4	33	57.9
10,000 to 19,999 . . .	141	115	81.6	81	57.4	82	58.2	23	16.3	82	58.2
20,000 to 29,999 . . .	49	39	79.6	38	77.6	17	34.7	10	20.4	30	61.2
30,000 to 49,999 . . .	58	53	91.4	39	67.2	31	53.4	23	39.7	30	51.7
50,000 and More . . .	18	16	88.9	8	44.4	11	61.1	8	44.4	10	55.6
Number of Institutions											
All Institutions											
Universities	160	113	70.6	28	17.5	123	76.9	43	26.9	29	18.1
Other 4-year	1,236	917	74.2	211	17.1	906	73.3	167	13.5	177	14.3
2-year	979	854	87.2	582	59.4	646	66.0	240	24.5	550	56.2
Public Institutions											
Universities	95	76	80.0	26	27.4	71	74.7	22	23.2	20	21.1
Other 4-year	386	306	79.3	163	42.2	299	77.5	52	13.5	95	24.6
2-year	887	772	87.0	582	65.6	576	65.0	208	23.4	512	57.7
Private Institutions											
Universities	65	37	56.9	2	3.1	52	80.0	21	32.3	9	13.8
Other 4-year	850	611	71.9	48	5.6	607	71.4	115	13.5	82	9.6
2-year	92	82	89.1	0	0.0	70	76.1	32	34.8	38	41.3

Appendix Table A-11. Frequency distribution of colleges and universities reporting noncredit activities in adult and continuing education, by source of teachers and relative pay: United States, 1977-78

Item	Total				Public				Private			
	All Institutions	University	Other 4-year	2-year	All Institutions	University	Other 4-year	2-year	All Institutions	University	Other 4-year	2-year
Percent of Adult Education Teachers From Regular Faculty												
90 or More	416	30	324	62	126	14	71	41	290	16	253	21
75 to 89	201	37	161	3	111	21	87	3	90	16	74	0
60 to 74	135	16	69	50	58	7	20	31	77	9	49	19
50 to 59	146	13	105	28	59	3	39	17	87	10	66	11
40 to 49	49	10	27	12	39	9	18	12	10	1	9	0
25 to 39	159	12	75	72	107	12	23	72	52	0	52	0
24 or Less	1,269	42	475	752	868	29	128	711	401	13	347	41
Pay Comparison for Adult Education Teachers with Regular Faculty												
Same or Higher	752	52	421	279	333	30	88	215	419	22	333	64
75 to 90	297	22	86	189	233	18	26	189	64	4	60	0
50 to 74	386	5	99	282	347	2	68	277	39	3	31	5
49 or Less	431	27	295	109	221	19	106	96	210	8	189	13
Don't Know	509	54	335	120	234	26	98	110	275	28	237	10

Appendix Table A-12. Number of adult and continuing education noncredit activities in colleges and universities sponsored for outside organization, by level and control: United States, 1977-78

Type of Outside Organization Operating Courses	Total				Public				Private			
	All Institutions	University	Other 4-year	2-year	All Institutions	University	Other 4-year	2-year	All Institutions	University	Other 4-year	2-year
Total	912	76	438	398	627	46	204	377	285	30	234	21
Professional Association	577	73	243	261	429	44	133	252	148	29	110	9
Private, Profit-Making Organization	91	2	46	43	63	1	26	36	28	1	20	7
Private, Nonprofit Organization	132	0	78	54	59	0	5	54	73	0	73	0
Labor Union	29	1	23	5	6	1	0	5	23	0	23	0
Other	83	0	48	35	70	0	40	30	13	0	8	5

Appendix B

Methodology

Appendix B. Methodology

Since a similar instrument had been used in 1975-76 and relatively few changes were made in the basic text of the form, no formal pretest was held. The content of the form was reviewed very carefully during a planning meeting on January 18, 1978 with the participants listed in appendix C. Also, all forms from the prior survey were carefully studied to identify problems with the form or suggested improvements.

Several policy decisions were made by the participants at the planning meeting. The first decision dealt with the handling of courses which are for "nondegree credit". This term is used by some institutions in their extension or continuing education program where courses are assigned a specific number of hours of nondegree credit. These credits are recorded, but are not regularly accepted toward a degree. Because there are so many variations of nondegree credit courses and comparable data would be difficult to collect, the decision was made to eliminate nondegree credits from the scope of the survey. A similar decision had been made for the 1975-76 survey.

Another policy decision was to eliminate registrations from Cooperative Extension Service activities, sponsored by land-grant colleges. These data are already being collected by the U.S. Department of Agriculture. Also excluded from the 1977-78 survey were any activities which occupied less than three hours of clock time and activities which were essentially social or recreational in nature. For example, providing a room for duplicate bridge games would not be eligible; while a class in bridge instruction would be included.

At the suggestion of the planning group, a number of new, short items were added to Section C of the form. Some of them may be replaced in future surveys to provide the maximum opportunity for collecting information on as many helpful subjects as possible.

As in the case of the 1976 study, the decision was made to conduct this survey using a sample of institutions. Data from these schools were inflated, using specially-developed formulas, to provide the national estimates in the report. The 1968 survey used the universe of all colleges and universities and experience in editing the results of that study showed that intensive followup and editing of the forms from individual schools was the key to accuracy of the data. It was considered preferable to use comprehensive reports from a sample of colleges and universities, rather than to use a larger number of less complete responses.

The universe of inquiry was the 3,091 colleges and universities listed in the Higher Education General Information Survey (HEGIS) Opening Fall Enrollment, 1977, file. For sample design, the universe was stratified by:

1. Control (public or private),

2. Level (university, other 4-year, or 2-year institutions), and

3. Location of institution (central city of a standard metropolitan statistical area (SMSA), within an SMSA but outside the central city, or outside an SMSA).

The number of institutions in the universe (N) and in the sample (n) after the second stage of stratification are shown below:

Level	Total		Public		Private	
	Universe N	Sample n	Universe N	Sample n	Universe N	Sample n
Total	3,091	484	1,472	317	1,619	167
University	160	72	95	49	65	23
4-year	1,775	231	457	105	1,318	126
2-year	1,156	181	920	163	236	18

All institutions whose square root of total enrollment was greater than 154.00 were included in the sample with certainty. The remaining institutions in the stratum were then arranged in a cyclical manner according to their square root of enrollment (Region I [North Atlantic] -high to low; Region II [Great Lakes and Plains] -low to high; Region III [Southeast] -high to low; and Region IV [West and Southwest] -low to high). The institutions in the stratum were then partitioned into zones having approximately equal aggregate square roots. Two institutions were then selected at random from each zone.

The survey forms were included in the HEGIS package which was mailed in September 1978. Institutions selected for the sample were notified six months earlier. Returns began to arrive in October and by the end of the year responses had been received from 331 institutions. Editing and followup activities occupied much of the spring. By April 1979, returns had been received from all but two institutions and by the middle of May the response rate had reached 100 percent.

Population estimates were obtained by weighing the sample data by the inverse of the institution's probability of selection. Imputation for nonresponse was not necessary as a response rate of 100 percent was attained.

Since the estimates in the table were based on a sample, they may differ somewhat from the figures that would have been obtained if a complete census had been taken using the same procedures. There are two types of errors possible in an estimate based on a sample survey — sampling and nonsampling. For estimates in this report, indications of the magnitude of sampling errors are available, but the extent of the nonsampling error is unknown. Consequently, particular care should be exercised in the interpretation of figures based on a relatively small number of cases or on small differences between estimates.

Since a number of offices on a campus may be involved in adult education activities and because less accurate records tend to be kept on noncredit activities, a new item was added to the survey instrument in 1978. This provided the data in appendix table B-1 on the proportion of the registrations which came from estimates. These data

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show that 1,426 (60.0 percent) of the institutions did not estimate any of their registrations. The remaining institutions ranged down to 136 (5.7 percent) where all the information was estimated.

Appendix Table B-1. Source of information on registrations in noncredit adult and continuing education activities in colleges and universities: United States, 1977-78

Proportion of Registration Information from Estimates	Total Institutions		Public Institutions		Private Institutions	
	Number	Total Registrations	Number	Total Registrations	Number	Total Registrations
Total Number, All Units	2,375	10,154,128	1,368	9,163,160	1,007	990,968
All	136	290,814	71	244,450	65	46,364
Most	107	613,845	75	562,118	32	51,727
Some	706	4,584,020	456	4,210,352	250	373,668
None	1,426	4,665,449	766	4,146,240	660	519,209

Standard errors are primarily measures of sampling variability, that is, of the variations that occur by chance because a sample rather than the whole of the population is surveyed. The chances are about 68 out of 100 that an estimate from the sample would differ from a complete census figure by less than the standard error. The chances are about 90 out of 100 that this difference would be less than 1.6 times times the standard error, and chances are 95 out of 100 that the difference would be less than twice the standard error. Particular care should be exercised in the interpretation of estimated numbers and registrations based on a relatively small number of cases because of their relatively large standard errors. The smaller estimates are provided primarily to permit such combinations of the categories as serve each user's needs.

Instead of providing individual standard error tables for each characteristic, generalized standard error tables for estimated numbers of institutions and registrations are provided to conserve space. As a result, the tables of standard errors provide an indication of the order of magnitude of the standard errors rather than the precise standard error for any specific item. Standard errors for intermediate values not shown may be approximated by interpolation.

Appendix table B-2 provides approximations to standard errors of estimated numbers of institutions while appendix table B-3 provides data on estimated registrations.

Appendix Table B-2. Approximate standard errors of estimated number of institutions

(68 chances out of 100)

Size of estimate	Standard error
5	4
10	6
25	10
50	14
75	17
100	21
250	42
500	75
750	97
1,000	120
1,500	165

Appendix Table B-3. Approximate standard errors of estimated number of registrations

(68 chances out of 100)

Size of estimate	Standard error
100	75
500	235
1,000	390
2,500	850
5,000	1,450
10,000	2,600
25,000	5,750
50,000	9,500
100,000	17,000
250,000	37,500
500,000	65,000
750,000	90,000

Appendix table A-1 shows that a total of 171 institutions reported noncredit activities in their evening division unit. Appendix table B-2 shows the standard error of this size to be approximately 31. We are, therefore, 68 percent confident that the true value, which would have been obtained from a complete census, differs from 171 by less than 31.

Appendix table A-4 shows a total of 246,826 registrations in engineering. Appendix table B-3 shows the standard error for this size to be approximately 37,000. We are, therefore, 68 percent confident that the true value is between 209,826 and 283,826 registrations.

Appendix C

Persons Who Advised NCES on the Development of Survey

Appendix C. Persons Who Advised NCES on the Development of Survey

A special planning meeting was held in January 1978 to develop the questionnaire for this survey. A list of the participants in that meeting follows. The list also includes some other individuals who were unable to attend the meeting but who provided assistance through the mail or in person on another occasion. Their names are marked with a star (*).

No endorsement of the final version of the survey form, or the report based upon it, was sought or obtained from any of the listed persons.

William Barton
Associate Dean
Continuing Education
University of Tennessee
Knoxville, Tennessee
(Representing the Assocation for Continuing Education)

Paul Delker
Director
Division of Adult Education
U.S. Office of Education
Washington, D.C.

Joy Donohue
Bureau of Postsecondary Education
U.S. Office of Education
Washington, D.C.

Howard Geer
Dean of Community Education
Montgomery Community College
Rockville, Maryland

Loyal Greer
Consultant in Adult Education
Washington, D.C.

Linda Hartsock
Executive Director
Adult Education Association
Washington, D.C.

Clara Kanun
Director of Continuing Education Research
University of Minnesota
Minneapolis, Minnesota
(Also representing the National University Extension Association)

Carol Katzki
National University Extension Association
Washington, D.C.

Norman Kurland*
Director, Adult Education Study
New York State Education Department
Albany, New York

Richard McCarthy
National Advisory Council on Extension and Continuing Education
Washington, D.C.

Edgar A. Reeves, Jr.
U.S. Extension Service
Department of Agriculture
Washington, D.C.

Emmanuel Smith*
Office of Assistant Secretary for Planning and Evaluation
U.S. Department of Health, Education, and Welfare
Washington, D.C.

Charles Stalford*
Financial and Productivity Unit
National Institute of Education
Washington, D.C.

Sandra Drake
American Association of Community and Junior Colleges
Washington, D.C.

Gary Eyre and Carleen Turman
National Advisory Council on Adult Education
Washington, D.C.

Keith Glancy
Director, Evening College
The John Hopkins University
Baltimore, Maryland

Ruth Boaz, Sylvester Cain, Evelyn R. Kay, Arthur Podolsky, John Putnam, and Shirley Radcliffe
National Center for Education Statistics
Washington, D.C.

Roger Sell
National Center for Higher Education Management Systems
Boulder, Colorado

Milton Stern*
Director of Extension
University of California
Berkeley, California

Appendix D

Survey Form

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
EDUCATION DIVISION
WASHINGTON, D.C. 20202

HIGHER EDUCATION GENERAL INFORMATION SURVEY, 1977-78

ADULT/CONTINUING EDUCATION: NONCREDIT ACTIVITIES IN INSTITUTIONS OF HIGHER EDUCATION, 1977-78

SAMPLE SURVEY

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM. (See pages 11 through 16)

OMB NO. 51-S75088
APPROVAL EXPIRES: 12/31/78

1. INSTITUTION CODE NUMBER

2. DUE DATE
Not later than
September 30, 1978

Each item on this page should be completed by all institutions. This report is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate and timely. Please return the completed form either directly to Department of Health, Education, and Welfare, Education Division, National Center for Education Statistics, ATTN: Room 3073-HEGIS, 400 Maryland Avenue, S.W., Washington, D.C. 20202 or to the HEGIS coordinator, if there is a HEGIS coordinator in your State.

3. NAME AND MAILING ADDRESS OF INSTITUTION OR CAMPUS COVERED BY THIS REPORT *(Include city, State, and ZIP code)*

4. NAME AND TITLE OF RESPONDENT
(See page 10B, instructions, item 4)

5. TELEPHONE NUMBER OF RESPONDENT
(area code, local number, and extension)

6. PLEASE NOTE THAT EACH INSTITUTION, BRANCH, CAMPUS OR OTHER ENTITY SEPARATELY CERTIFIED BY THE ACCREDITATION AND INSTITUTIONAL ELIGIBILITY UNIT OF THE U.S. OFFICE OF EDUCATION, WITH ITS OWN FICA (FEDERAL INTERAGENCY COMMITTEE ON EDUCATION) CODE, AND LISTED SEPARATELY IN THE EDUCATION DIRECTORY-HIGHER EDUCATION, SHOULD BE REPORTED ON A SEPARATE SURVEY FORM AND NOT INCLUDED OR COMBINED WITH ANY OTHER SUCH CERTIFIED UNIT. BRANCHES, CAMPUSES, AND OTHER ORGANIZATIONAL ENTITIES NOT SEPARATELY CERTIFIED SHOULD BE INCLUDED WITH THE APPROPRIATE INSTITUTION OR BRANCH REPORT. IF SUCH ARE INCLUDED IN THIS REPORT, PLEASE LIST THEM BELOW.

ARE DATA FOR THIS UNIT INCLUDED IN THIS REPORT?	NAME OF BRANCH AND/OR OTHER CAMPUS	ADDRESS *(city, State, and ZIP code)*
☐ YES ☐ NO		
☐ YES ☐ NO		
☐ YES ☐ NO		

7. IF THE EDUCATIONAL ORGANIZATION OR ENTITY COVERED BY THIS SURVEY REPORT IS PART OF A MULTI-CAMPUS INSTITUTION, OR PART OF A SYSTEM OF INSTITUTIONS, PLEASE ENTER THE NAME OF THE INSTITUTION OR SYSTEM BELOW. IF NOT APPLICABLE, CHECK HERE → ☐

DEFINITIONS

MULTI-CAMPUS INSTITUTION. An organization bearing a resemblance to an institutional system, but unequivocally designated a single institution with either of two organizational structures: (1) an institution having two or more campuses responsible to a central administration (which central administration may or may not be located on one of the administratively equal campuses) or (2) an institution having a main campus with one or more branch campuses attached to it.

MAIN CAMPUS. In those institutions comprised of a main campus and one or more branch campuses, the main campus (sometimes called the parent institution) is usually the location of the core, primary, or most comprehensive program. Unless the institution-wide or central administrative office of such institutions is reported to be at a different location, the main campus is also the location of the central administrative office.

BRANCH CAMPUS. A campus of an institution of higher education which is organized on a relatively permanent basis (i.e., has a relatively permanent administration), which offers an organized program or programs of work of at least 2 years (as opposed to courses), and which is located in a community different from that in which its parent institution is located. To be considered in a community different from that of the parent institution, a branch shall be located beyond a reasonable commuting distance from the main campus of the parent institution.

INSTITUTIONAL SYSTEM. A complex of two or more institutions of higher education, each separately organized or independently complete, under the control or supervision of a single administrative body.

PREVIOUS EDITIONS ARE OBSOLETE

NAME OF INSTITUTION	INSTITUTION CODE NUMBER

PART A – FOR EACH COLLEGE, BRANCH, OR OTHER MAJOR DISTINCT ACADEMIC OR ADMINISTRATIVE UNIT OF YOUR INSTITUTION, INDICATE THE UNIT(S) THAT SCHEDULED AND/OR ARRANGED NONCREDIT ADULT/CONTINUING EDUCATION INSTRUCTIONAL ACTIVITIES IN 1977-78 BY CHECKING COLUMN (3) OR (4); IF *YES* IS CHECKED FOR ANY OF THE OPTIONS IN PART A, COMPLETE PART B, OTHERWISE PROCEED TO PART C AND COMPLETE THE QUESTIONNAIRE.

MAJOR ACADEMIC AND/OR ADMINISTRATIVE UNIT	LINE NUMBER	SCHEDULED AND/OR ARRANGED NONCREDIT ADULT/CONTINUING EDUCATION ACTIVITIES *(Check column 3 or 4)*		IF RECORDS ARE KEPT, SPECIFY WHERE THEY ARE HOUSED *(Registrar, Continuing Education or Extension Division, etc.)*
		YES	NO	
		IF YES, COMPLETE COLUMN (5)		
(1)	(2)	(3)	(4)	(5)
CONTINUING EDUCATION ORGANIZATIONS				
COLLEGE OF GENERAL STUDIES	1			
COMMUNITY SERVICES	2			
CONFERENCE BUREAU	3			
CONTINUING EDUCATION	4			
EVENING DIVISION	5			
EXTENSION	6			
INDEPENDENT STUDY/CORRESPONDENCE DIVISION	7			
UNIVERSITY COLLEGE	8			
OTHER *(specify)*				
	9			
	10			
	11			
	12			
ACADEMIC UNIT *(e.g., school, department)*				
AGRICULTURE	13			
ARCHITECTURE	14			
ARTS AND SCIENCES	15			
BUSINESS/INDUSTRIAL RELATIONS	16			
DENTISTRY	17			
EDUCATION	18			
ENGINEERING	19			
FINE ARTS	20			
HOME ECONOMICS	21			
JOURNALISM/COMMUNICATIONS	22			
LAW	23			
LIBRARY SCIENCE/LEARNING RESOURCES	24			
MEDICINE	25			
MUSIC	26			
NATURAL RESOURCES	27			
NURSING	28			
PHARMACY	29			
PHYSICAL EDUCATION	30			
PUBLIC ADMINISTRATION/GOVERNMENT	31			
PUBLIC HEALTH	32			
SOCIAL WORK	33			

NAME OF INSTITUTION	INSTITUTION CODE NUMBER

PART A (Continued) – FOR EACH COLLEGE, BRANCH, OR OTHER MAJOR DISTINCT ACADEMIC OR ADMINISTRATIVE UNIT OF YOUR INSTITUTION, INDICATE THE UNIT(S) THAT SCHEDULED AND/OR ARRANGED NONCREDIT ADULT/CONTINUING EDUCATION INSTRUCTIONAL ACTIVITIES IN 1977-78 BY CHECKING COLUMN (3) OR (4). IF *YES* IS CHECKED FOR ANY OF THE OPTIONS IN PART A, COMPLETE PART B, OTHERWISE PROCEED TO PART C AND COMPLETE THE QUESTIONNAIRE.

MAJOR ACADEMIC AND/OR ADMINISTRATIVE UNIT (1)	LINE NUMBER (2)	SCHEDULED AND/OR ARRANGED NONCREDIT ADULT/CONTINUING EDUCATION ACTIVITIES (Check Column 3 or 4) YES – IF YES, COMPLETE COLUMN (5) (3)	NO (4)	IF RECORDS ARE KEPT, SPECIFY WHERE THEY ARE HOUSED (Registrar, Continuing Education or Extension Division, etc.) (5)
ACADEMIC UNIT - Continued				
VETERINARY MEDICINE	33			
VOCATIONAL/TECHNICAL	34			
OTHER (*Specify*)				
	35			
	36			
OTHER INSTITUTIONAL UNIT				
ALUMNI OFFICE	37			
EXPERIMENTAL COLLEGE	38			
PRESIDENT'S OFFICE	39			
SPECIAL SESSION	40			
STUDENT SERVICES	41			
SUMMER SESSION	42			
WOMEN'S PROGRAM	43			
ALL OTHER (*Specify*)				
	44			
	45			
	46			
	47			

PART B – REGISTRATIONS IN NONCREDIT ADULT/CONTINUING EDUCATION INSTRUCTIONAL ACTIVITIES, BY FIELD OF INSTRUCTION, 1977-78 *(See Survey Coverage, Definitions, and Instructions on page 1, and pages i through viii).* **Report registrations for all of the sections of the activity each time it is offered during the twelve-month period. Then, indicate how many of these registrations were in continuing professional education activities.**

CODE (1)	FIELD OF INSTRUCTION (2)	LINE NUMBER (3)	NUMBER OF REGISTRATIONS (NONCREDIT ACTIVITIES) (4)	OF THE NUMBER REPORTED IN COLUMN 4, HOW MANY WERE IN CONTINUING PROFESSIONAL EDUCATION (5)
	SUBJECT AREA			
0100	AGRICULTURE AND NATURAL RESOURCES	1		
0200	ARCHITECTURE AND ENVIRONMENTAL DESIGN	2		
0300	AREA STUDIES	3		
0400	BIOLOGICAL SCIENCES	4		
0500	BUSINESS AND MANAGEMENT			
0502	Accounting	5		
0505	Investment and Security	6		
0509	Marketing and Purchasing (Sales)	7		
0511	Real Estate	8		
0599	Business, All Other	9		
0600	COMMUNICATIONS	10		

NAME OF INSTITUTION	INSTITUTION CODE NUMBER

PART B (Continued) – REGISTRATIONS IN NONCREDIT ADULT/CONTINUING EDUCATION INSTRUCTIONAL ACTIVITIES, BY FIELD OF INSTRUCTION, 1977-78 *(See Survey Coverage, Definitions, and Instructions on page 1, and pages i through viii).* **Report registrations for all of the sections of the activity each time it is offered during the twelve-month period. Then, indicate how many of these registrations were in continuing professional education activities.**

CODE (1)	FIELD OF INSTRUCTION (2)	LINE NUMBER (3)	NUMBER OF REGISTRATIONS (NONCREDIT ACTIVITIES) (4)	OF THE NUMBER REPORTED IN COLUMN 4, HOW MANY WERE IN CONTINUING PROFESSIONAL EDUCATION (5)
	SUBJECT AREA-Continued			
0700	COMPUTER AND INFORMATION SCIENCES	11		
0800	EDUCATION	12		
0900	ENGINEERING	13		
1000	FINE AND APPLIED ARTS			
1001	Art	14		
1004	Music	15		
1007	Dance/Drama	16		
1099	Other (photography, applied design, etc.)	17		
1100	FOREIGN LANGUAGES	18		
1200	HEALTH PROFESSIONS			
1203	Nursing	19		
1206	Medicine	20		
	Other Health	21		
1300	HOME ECONOMICS	22		
1400	LAW	23		
1500	LETTERS	24		
1600	LIBRARY SCIENCE	25		
1700	MATHEMATICS	26		
1800	MILITARY SCIENCES	27		
1900	PHYSICAL SCIENCES	28		
2000	PSYCHOLOGY	29		
2100	PUBLIC AFFAIRS AND SERVICES	30		
2200	SOCIAL SCIENCES	31		
2300	THEOLOGY	32		
4900	INTERDISCIPLINARY STUDIES			
4990	Women's studies	33		
4995	Civic and Community Affairs	34		
4999	Other	35		
	OTHER *(Specify)*	36		
0001	DEVELOPMENTAL ACTIVITIES	37		
0002	PHYSICAL EDUCATION AND AVOCATIONAL INSTRUCTION *(Not elsewhere classified)*			
	Hobbies (coins, stamps, etc.)	38		
	Physical Fitness (exercise class, gimnastics, etc.)	39		
	Sports Instruction (archery, golf, swimming, etc.)	40		
	Other Instruction (bridge, etc.)	41		
0003		42		
0004		43		
0005		44		
		45		
	SUBTOTAL *(Sum of lines 1 through 45)*	46		

NAME OF INSTITUTION	INSTITUTION CODE NUMBER

PART B (Continued) – REGISTRATIONS IN NONCREDIT ADULT/CONTINUING EDUCATION INSTRUCTIONAL ACTIVITIES, BY FIELD OF INSTRUCTION, 1977-78 *(See Survey Coverage, Definitions, and Instructions on page 1, and pages i through viii).* **Report registrations for all of the sections of the activity each time it is offered during the twelve-month period. Then, indicate how many of these registrations were in continuing professional education activities.**

CODE (1)	FIELD OF INSTRUCTION (2)	LINE NUMBER (3)	NUMBER OF REGISTRATIONS (NONCREDIT) ACTIVITIES) (4)	OF THE NUMBER REPORTED IN COLUMN 4, HOW MANY WERE IN CONTINUING PROFESSIONAL EDUCATION (5)
	OCCUPATIONAL SPECIALITIES	47		
5000	BUSINESS AND COMMERCE TECHNOLOGIES	47		
5100	DATA PROCESSING TECHNOLOGIES	48		
5200	HEALTH SERVICES AND PARAMEDICAL TECHNOLOGIES	49		
5300	MECHANICAL AND ENGINEERING TECHNOLOGIES	50		
5400	NATURAL SCIENCE TECHNOLOGIES	51		
5500	PUBLIC SERVICE RELATED TECHNOLOGIES	52		
0006	OTHER TECHNOLOGIES *(specify)*	53		
		54		
		55		
		56		
		57		
	SUBTOTAL *(Sum of lines 47 through 58)*	58		
	TOTAL *(Sum of lines 46 and 58)*			

OF THE REGISTRATIONS REPORTED IN PART B, WHAT PROPORTION CAME FROM ESTIMATES, RATHER THAN FROM RECORDS?

☐ NONE ☐ SOME ☐ MOST ☐ ALL

COMMENTS:

PART C OTHER INFORMATION

1. **ADMINISTRATION.** DOES YOUR INSTITUTION HAVE A CENTRALIZED ADMINISTRATIVE UNIT RESPONSIBLE FOR OPERATING THE NONCREDIT ADULT AND CONTINUING EDUCATION PROGRAMS? *(Check one)*

☐ YES ☐ NO

IF "YES," WHAT PERCENT OF YOUR INSTITUTION'S TOTAL NONCREDIT ADULT AND CONTINUING EDUCATION REGISTRATIONS ARE IN ACTIVITIES SPONSORED BY THIS UNIT?

_____

2. **CONTINUING EDUCATION UNIT.** IS YOUR INSTITUTION USING THE CEU (CONTINUING EDUCATION UNIT)? *(Check one)*

☐ YES ☐ NO ☐ NOT AT PRESENT TIME, BUT CONSIDERING USING IT.

IF "YES," GIVE THE TOTAL NUMBER OF CEU'S (ACTUAL NUMBER OF UNITS) YOUR INSTITUTION RECORDED DURING 1977-78.

_____

IF "YES," GIVE THE TOTAL NUMBER OF REGISTRATIONS ACCOUNTED FOR BY THE CEU'S EARNED IN YOUR INSTITUTION DURING 1977-78.

_____

3. **FINANCING.**

A. IS FINANCIAL SUPPORT FOR YOUR NONCREDIT ADULT AND CONTINUING EDUCATION PROGRAM PROVIDED AS A RESULT OF PUBLIC LEGISLATIVE ACTIONS? *(Check one)*

☐ YES ☐ NO

IF "YES," CHECK BELOW THE EXPENDITURES CATEGORIES FOR WHICH THESE PUBLIC FUNDS ARE USED?

☐ OVERHEAD COSTS ☐ INSTRUCTIONAL COSTS

☐ ADMINISTRATIVE COSTS ☐ OTHER *(Please specify)* _____

B. IN GENERAL, IS THE NONCREDIT ADULT AND CONTINUING EDUCATION PROGRAM AT YOUR INSTITUTION SELF-SUPPORTING? IN OTHER WORDS, DOES THE INCOME RECEIVED FROM STUDENT FEES AND OTHER SPECIAL SOURCES MEET ALL OR MOST OF THE COSTS OF THE PROGRAM? *(Check one)*

☐ YES ☐ NO

COMMENTS:

4. **COUNSELING.** DOES YOUR INSTITUTION PROVIDE EDUCATIONAL OR CAREER COUNSELING AND GUIDANCE SERVICES SPECIFICALLY DESIGNED TO ASSIST NONCREDIT ADULT AND CONTINUING EDUCATION STUDENTS?

☐ YES ☐ NO

IF "YES," WHEN IS THIS OFFERED?

☐ IN THE EVENING OR DURING THE SAME TIME PERIOD WHEN THE NON-CREDIT CLASSES ARE HELD.

☐ DURING REGULAR WORKING HOURS ONLY (TYPICALLY, 8 A.M. TO 5 P.M.)

5. **RECORDING.** DOES YOUR INSTITUTION CONVERT REGISTRATIONS IN ADULT AND CONTINUING EDUCATION ACTIVITIES INTO FTE (FULL-TIME EQUIVALENTS OF STUDENTS) FOR INSTITUTIONAL OR SYSTEM REPORTING? *(Check one)*

☐ YES ☐ NO

COMMENTS:

6. **TEACHERS.** WHAT PERCENTAGE OF THE TEACHERS IN NONCREDIT ADULT AND CONTINUING EDUCATION ACTIVITIES CAME FROM YOUR REGULAR FULL-TIME FACULTY IN 1977-78?

_____

HOW DOES THE PAY FOR TEACHERS IN YOUR ADULT AND CONTINUING EDUCATION PROGRAM COMPARE WITH THAT OF TEACHERS WHO CARRY COMPARABLE LOADS IN THE "REGULAR" PROGRAM AT YOUR INSTITUTION? *(Check one)*

☐ ABOUT THE SAME OR HIGHER ☐ AVERAGE 50 to 74 PERCENT

☐ AVERAGE 75 TO 90 PERCENT ☐ AVERAGE LESS THAN 50 PERCENT

☐ DON'T KNOW

COMMENTS:

7. **SPECIAL COURSES.** DURING 1977-78, DID YOUR INSTITUTION OFFER EITHER OF THE FOLLOWING?

A. ADULT BASIC EDUCATION COURSES ☐ YES ☐ NO

B. GENERAL EDUCATION DEVELOPMENT (GED CLASSES) TO PREPARE FOR THE HIGH SCHOOL EQUIVALENCY DIPLOMA *(Check one)*

☐ YES ☐ NO

8. **SPECIAL FEE PROVISIONS.** DID YOUR INSTIUTUON MAKE SPECIAL FEE PROVISIONS FOR THE ELDERLY DURING 1977-78? *(Check one)*

☐ YES ☐ NO

☐ IS "YES," WAS THIS AT NO FEE

☐ OR AT A REDUCED FEE

DID YOUR INSTITUTION MAKE SPECIAL FEE PROVISIONS FOR UNEMPLOYED OR LOW-INCOME PERSONS DURING 1977-78? *(Check one)*

☐ YES ☐ NO

☐ IF "YES," WAS THIS AT NO FEE

☐ OR AT A REDUCED FEE

COMMENTS:

9. WERE ANY COURSES ANNOUNCED AS BEING SPONSORED BY YOUR INSTITUTION DURING 1977-78 RUN BY ANY OF THE FOLLOWING? *(Check all applicable)*

☐ PROFESSIONAL ASSOCIATIONS

☐ PRIVATE, PROFIT-MAKING ORGANIZATIONS

☐ PRIVATE, NON PROFIT ORGANIZATIONS

☐ LABOR UNIONS

☐ OTHER (PLEASE SPECIFY _____)

10. GENERAL COMMENTS: PLEASE USE THIS SPACE TO COMMENT ON SIGNIFICANT CHANGES IN THE SCOPE OF YOUR PROGRAM OR OTHER ITEMS WHICH YOU THINK WOULD BE OF INTEREST TO THE FIELD. IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH ANOTHER PAGE.

*U S GOVERNMENT PRINTING OFFICE: 1981 727-006/1503